

EDITED TASK LISTING

CLASS: CORRECTIONAL CAPTAIN

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Oversee all departmental staff in the monitoring of the security audits (e.g., escape prevention plan, tool key control, staff/vehicle accountability, inmate count, gate procedures, classification process, etc.) of the institution in order to identify security deficiencies and implement corrective measures, etc. utilizing security audit documents, visual/physical inspections, corrective action plans, etc. in compliance with DOM, CCR Title 15, departmental policies and procedures, etc. as required.
2.	Oversee staff (e.g., custody, medical, clerical, etc.) in receiving and releasing inmates (e.g., new commitments, Paroles, Parole violators, Transfers, Out to Courts/Medicals, etc.) in order to conduct initial housing screening of inmates based upon level of classification, custody designation, mental health/medical concerns, safety, parole conditions/considerations, etc. utilizing authorized records/documents (e.g., CDC Forms 7252, 161, 135, etc.), Penal Code, CCR Title 15, DOM, Institution's Operational Procedures (OPs), Court Mandates (e.g., Clark, Coleman, Plata, Armstrong, Safekeeper agreements, etc.), etc. as required.
3.	Oversee all departmental staff in the coordination and the completion of emergency and routine inmate counts in order to comply with laws, rules, regulations, etc. utilizing Penal Code, CCR Title 15, DOM, OPs, etc. as required.
4.	Maintain a safe and secure environment in order to implement preventive measures to address potential inmate disruptive situations, etc. by utilizing site observation, site survey, correctional awareness, reviewing information (e.g., correspondence, staff reports, interviews, inmate behavior, etc.) as needed.
5.	Oversee all departmental staff in maintaining a safe and secure environment in order to implement preventive measures to address potential inmate disruptive situations, etc. by utilizing site observation, site survey, correctional awareness, reviewing information (e.g., correspondence, staff reports, interviews, inmate behavior, etc.) as needed.
6.	Oversee all departmental staff in the control and photo identification of all movement (e.g., ducats, passes, yard releases, escorts, etc.) of inmates, staff, visitors, vendors, volunteers, equipment/property, etc. (e.g., through inner and outer perimeter gates/doorways, etc.) to ensure they are properly supervised, inspected/searched, etc. in order to reduce the introduction of contraband, prevent escape, ensure staff/inmate accountability, etc. utilizing laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc. as required.
7.	Maintain an effective Staff Accountability process in order to ensure all individuals on institutional grounds are safe and accounted for by utilizing an up to date Staff Accountability Plan, training, conducting the review of the plan, conducting drills, etc. to comply with departmental policies and procedures, etc. as required.
8.	Oversee all departmental staff have the required equipment (e.g., keys, tools, safety, etc.) on their person, etc. in order ensure the safety of all individuals, to comply with DOM, departmental policies and procedures, etc. utilizing uniform/ equipment inspections, training, audits, etc. as required.

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9.	Oversee all departmental staff in the use of the emergency alarm systems, etc. in order to ensure staff monitors and tests emergency alarm systems (e.g., personal alarm devices [PAD], fire, code, electrified fence, etc.), staff responds as necessary, etc. utilizing training, DOM, OPs, departmental policies and procedures, etc. as required.
10.	Oversee custody staff in the approval and denial processing of inmate visitors, volunteers, vendors, etc. in order to ensure safety and security of the institution, etc. utilizing a gate clearance and visiting questionnaire forms, Automated Visitor Information System (AVIS), Law Enforcement Agency Website (LEAWEB), CCR Title 15, DOM, departmental policies and procedures, etc. as required.
11.	Oversee custody staff with the operation of inmate visiting areas and activities (e.g., family, medical, hospital guarding units, etc.) at all locations in order to maintain safety and security of the correctional setting, reduce introduction of contraband, and facilitate a harmonious visiting experience, prevent escapes, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, visiting reports, etc. as required.
12.	Oversee all departmental staff in the control and accountability of keys, locks, equipment, and security devices in order to maintain a safe and secure environment, etc. utilizing audits, inspections, work orders, etc. and to comply with DOM, departmental policies and procedures, etc. as required.
13.	Oversee staff (locksmith, custody, etc.) in the maintenance of keys, locks, equipment, and security devices, etc. in order to maintain a safe and secure environment, etc. utilizing audits, inspections, work orders, purchasing process, etc. and to comply with DOM, departmental policies and procedures, etc. as required.
14.	Oversee custody staff in the performance of the security audits (e.g., escape prevention plan, tool key control, staff/vehicle accountability, inmate count, gate procedures, classification process, armory, perimeter tours, etc.) of the institution in order to identify security deficiencies and implement corrective measures, etc. utilizing security audit documents, visual/physical inspections, corrective action plans, etc. in compliance with CCR Title 15, DOM, departmental policies and procedures, etc. as required.
15.	Oversee custody staff in conducting searches (e.g., inmates, cells, dormitories, shops, recreation yards, grounds, and any other areas, etc.) in order to maintain the safety, security, and the orderly operation of the correctional setting, etc. utilizing training, cell and grid search logs, visual inspections, CCR Title 15, DOM, departmental policies and procedures, etc. as required.
16.	Oversee custody staff in the transportation of inmates in order to ensure public/ staff/inmate safety, staff are appropriately equipped, trained (e.g., knowledgeable of emergency procedures, security/escape risks, various communication systems/ skills, defensive driving techniques, universal precautions, etc.), etc. utilizing various equipment, laws, rules, regulations, policies and procedures, etc. as required.

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17.	Oversee custody staff in the identification of and/or monitoring of prison gang/disruptive group members and associates in order to validate status, control illegal activities, stabilize the institutional operations, maintain a safe and secure environment, liaison with outside law enforcement agencies, etc. utilizing investigation/intelligence reports, etc. as required.
18.	Oversee custody staff in the operation of the electrical fence (e.g., inspection, monitoring alarm system, patrolling, and training, etc.) in order to maintain the integrity of security perimeter, escape prevention, etc. utilizing the DOM, departmental policies and procedures, Department of Fish and Game guidelines, etc. as required.
19.	Oversee custody staff in the use of authorized weapons in order to ensure only qualified staff are assigned to armed posts and monitor the use and maintenance of weapons, etc. utilizing routine inspection of weapons qualification/certification cards (CDC Form 861), In Service Training (IST) reports, visual inspection of weapons, on-site weapon inventory logs/sheets, etc. in accordance with Penal Code, CCR Title 15, DOM, departmental policies and procedures, etc. as required.
20.	Oversee departmental staff in the proper storage and reporting of hazardous materials in order to promote good safety practices, comply with laws, rules, regulations, etc. utilizing Materials Safety Data Sheets (MSDS) and in accordance with State Administrative Manual (SAM), State procedures and Federal guidelines, etc. as required.
21.	Oversee custody staff in the inmate drug testing process (random/ reasonable cause/ mandatory) in order to ensure a safe, secure and drug free environment, and the process is completed according to policy and procedures, etc. utilizing Penal Code, CCR Title 15, DOM, departmental policies and procedures, etc. as required.
22.	Oversee all departmental staff to ensure compliance with exposure control plans to include Personal Protective Equipment (PPE) kits, bio hazard cleanup kits, etc. are inventoried, complete, and readily accessible in order to minimize individuals' exposure of bio hazard materials, etc. utilizing universal safety precautions, Local Exposure Control Plan, laws, rules, regulations, departmental policies and procedures, etc. as required.
23.	Oversee custody staff in the completion of control generated inmate housing records in order to maintain an accurate accountability and housing location of the inmate population, etc. utilizing Distributed Data Processing System (DDPS), running count, CDC Forms 135, 154, and 161, bed cards, DOM, departmental policies and procedures, etc. as required.
24.	Oversee custody staff and approve recommendations for the placement of inmates on contraband security watch in order to minimize the introduction of contraband into the correctional setting, retrieve evidence, etc. utilizing various reports (e.g., confidential reports, intelligence gathering, CDC Form 128B, investigative reports, etc.), DOM supplements, departmental policies and procedures, etc. as required.

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25.	Oversee all departmental staff in the compliance/enforcement of policies and procedures of the Injury Illness Prevention Plan (IIPP) in the storage, use and maintenance of hazardous material (e.g., decontamination, identification, material safety data sheets [MSDS], etc.) in order to maintain a safe work environment and effectively contain/control and protect all individuals from exposure, etc. utilizing laws, rules, regulations, etc. as required.
26.	Oversee all departmental staff in the assessment and implementation of modified programs and activities due to inclement weather conditions, emergencies, institutional needs (e.g., training mandates, tuberculosis testing, etc.) in order to maintain security and meet operational needs, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, etc. as needed.
27.	Participate in various meetings/committees/teams (e.g., Executive Staff, Executive Use of Force Review Committee, Safety Committee, Emergency Response Review Committee [ERRC], Quality Management Committee [QMC], Quality Improvement Team [QIT], Mental Health, etc.) in order to develop policies and procedures, provide two-way communication with various disciplines and executive staff, recommendations, enhance institutional efficiency, ensure the overall safety and security of the institution, etc. utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, DOM, etc. as directed by the Warden and/or as required.
28.	Participate as a Chairperson during meetings/committees/teams of the Key and Tool Control Committee, Electric Fence Review Committee, Unit Classification Committee, Grievance Resolution, etc. in order to enhance institutional efficiency, ensure the overall safety and security of the institution, etc. as directed by the Warden, and/or as required.
29.	Oversee custody staff in the application of calculated use of force incidents to include instruction/training, etc. in order to ensure compliance with the Department's Use of Force policies and procedures, etc. utilizing Department's policies and procedures, etc. as required.
30.	Review and critique Use of Force incidents in order to ensure compliance with and application of the Department's Use of Force policies and procedures and recommend the need for follow-up or corrective action, etc. utilizing Department's policies and procedures, etc. as required.
31.	Oversee custody staff in the implementation and enforcement of the apprenticeship program in order to ensure the correctional staff (e.g., Correctional Officers, Correctional Counselor I, etc.) receive varied work training experience (e.g., shift rotation, hours in designated work process categories, etc.), and develop a trained, competent work force, etc. utilizing laws, rules, regulations, DOM, departmental policies and procedures, etc. as required.

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32.	Provide training to all departmental staff as a subject matter expert (e.g., New Employee Orientation, Inmate Discipline, Use of Force, Post Assignments, Inmate Work and Training Incentive Program [IWTIP], etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc. utilizing equipment, DOM, laws, rules, regulations, departmental policies and procedures, etc. as needed.
33.	Oversee all departmental staff in completion of various drills (e.g., fire, electrified fence, medical emergency response, alarm response, staff accountability, etc.) in order to develop a trained efficient work force which will meet the day-to-day operational needs of the correctional facility and provide a safe and secure environment, etc. utilizing equipment, DOM, laws, rules, regulations, departmental policies and procedures, etc. as required.
34.	Facilitate staff (e.g., custody, clerical, counselors, etc.) in their career development by providing upward mobility information/resources, etc. in order to assist staff in their personal development, knowledge, experience, and skills, etc. utilizing on-the-job training, recommending special/ acting assignments, out of class assignments, training and development (T&D) assignments, afford employees the opportunity to attend in service/out service training, DOM, etc. as needed.
35.	Supervise staff (e.g., custody, clerical, counselors, locksmith, etc.) regarding personnel practices (e.g., recommend candidate for hire, develop interview questions, arrange interview panels, recognize special achievement/awards, recommend adverse action, review timesheets and vacation request, overtime management/Institutional Vacancy Plan [IVP], sick leave review process, Individual Development Plan [IDP]/performance appraisal, return to work, fitness for duty, Family Medical Leave Act [FMLA], Family School Partnership Act [FSPA], Fair Labor Standards Act [FLSA], Sexual Harassment Prevention, EEO, etc.) in order to comply with standard employment policies, departmental policies and procedures, State Personnel Board (SPB) and Department of Personnel Administration (DPA) laws and rules and ensure completion of assigned duties and maintain a level of expected standards by conducting internal audits, random inspections, reviewing daily reports, etc. utilizing effective communication skills, standard personnel practices, departmental forms, knowledge of standard employment policies, departmental policies and procedures, SPB and DPA laws, rules, regulations, etc. as needed.
36.	Prepare various written documents (e.g., investigative fact finder, correspondence, grievance, inmate appeals, new departmental directives, policies and procedures, DOM, inter-departmental memorandums, Notice of Unusual Occurrences, etc.) in order to establish a new directive, to provide various data/information to staff/management, public, Legislators, inmate families/counsel, etc. utilizing effective written communication skills, staff expertise, research, written directives, DOM, Administrative Bulletins, Institutional Operational Procedures, etc. as required.

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37.	Update various written documents (e.g., investigative fact finder, correspondence, grievance, inmate appeals, new departmental directives, policies and procedures, DOM, inter-departmental memorandums, Notice of Unusual Occurrences, etc.) in order to establish a new directive, to provide various data/information to staff/management, public, Legislators, inmate families/counsel, etc. utilizing effective written communication skills, staff expertise, research, written directives, DOM, Administrative Bulletins, Institutional Operational Procedures, etc. as required.
38.	Oversee custody staff in the reviewing and annual updating of post orders and ensure they are work site accessible, etc. in order to ensure post orders have been read, signed and contain the current department policies and practices, etc. utilizing completion of acknowledgement forms, DOM, Administrative Bulletins, etc. as required.
39.	Participate in the development and review of Budget Concept Statements, Budget Change Proposals, contracts, etc. in order to obtain approval and secure funding for necessary equipment, staffing, services, and effectively manage the daily operations within a correctional setting, etc. utilizing various resources, etc. in accordance with department/institution's vision, values, missions, and goals, etc.
40.	Implement departmental policies and procedures in order to properly administer the programs, incorporate the department's mission, standardize functions throughout institution to comply with legal mandates, laws, rules, regulations, etc. utilizing professional knowledge and experience, critical thinking, delegation to staff, other documents (e.g., manuals, departmental memos, etc.), etc. as needed.
41.	Review all reportable incidents within assigned area by reviewing reports of staff witnesses, evidence processing (e.g., video tapes, photographs, etc.), and initiating review/clarification notices when appropriate, etc. in order to ensure complete and accurate documentation has occurred, protection of crime scene integrity, utilizing DOM, departmental policies and procedures, effective verbal and written communication skills, etc. as required.
42.	Monitor the inmate disciplinary process (CDC 115 Rules Violation Log) for accuracy, accountability and due process requirements, etc. in order to ensure regulatory requirements are met, etc. utilizing disciplinary reports/logs, provide on-the-job training for the Hearing Officer (HO)/Senior Hearing Officer (SHO), CCR Title 15, DOM, departmental policies and procedures, etc. under the direction of the Chief Disciplinary Officer (CDO).
43.	Oversee all departmental staff in maintaining the Inmate Work Training Incentive Program (IWTIP) in order to promote an equitable and diverse workforce/environment at all sites, to ensure work assignments have the required number of inmates assigned, are properly staffed and supervised, etc. by monitoring the application and utilizing Penal Code, CCR Title 15, DOM, departmental policies and procedures, etc. as required.

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44.	Maintain accurate records in order to comply with laws, rules, regulations, retain historical data, accurate management records retention system (e.g., supervisory files, monthly reports, count packages, incident/use of force reports, investigations, etc.), etc. utilizing computer data systems, paper filing system, laws, rules, regulations, etc., on a continuous basis.
45.	Assign staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with laws, DOM, departmental policies and procedures, etc. utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc. directed by the Appeals Coordinator and/or as required.
46.	Review staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with laws, DOM, departmental policies and procedures, etc. utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc. directed by the Appeals Coordinator and/or as required.
47.	Prepare staff inmate appeals/responses (CDC 602-Inmate/Parolee Appeal Form, CDC 1824-Reasonable Accommodation Request Form [ADA], etc.) in order to review, resolve, respond and track/monitor appeals within the specified time constraints and to comply with laws, DOM, departmental policies and procedures, etc. utilizing effective written communication skills, past approved correspondence, investigative research, professional knowledge, etc. directed by the Appeals Coordinator and/or as required.
48.	Participate as a member in the Emergency Operations Center (EOC) in order to resolve institutional emergencies utilizing specialized trained staff, equipment, DOM, departmental policies and procedures, etc. as required by the Interim/ Emergency Commander.
49.	Conduct administrative reviews of the Order For Placement into Segregated Housing (CDC 114D Form) in order to ensure compliance with due process, appropriate housing, etc. utilizing CCR Title 15, DOM, departmental policies and procedures, etc. as required.
50.	Oversee staff (i.e., custody or designated employees) conducting investigations regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (e.g., photographs, video tapes, etc.), etc. as directed by CCR Title 15, Penal Code, DOM, etc. and as required.
51.	Review investigations conducted by custody or designated employees regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (e.g., photographs, video tapes, etc.), etc. as directed by CCR Title 15, Penal Code, DOM, etc. and as required.

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52.	Conduct investigations regarding allegations of staff misconduct/complaints, security, gang related issues, etc. in order to determine/establish objective facts related to allegations, etc. utilizing interviews, reports, physical evidence (e.g., photographs, video tapes, etc.), etc. as directed by Warden.
53.	Represent the Department, in formal or informal settings, regarding legal proceedings, subject matter expertise, State Personnel Board hearings, workers compensation hearings, labor negotiations/arbitration, legislative hearings, meetings, conferences, etc. in order to obtain and report information and/or represent the interest of the Department, etc. utilizing personnel/investigative records, interpersonal skills, professionalism, personal expertise, etc. as needed and/or upon request.
54.	Participate in the employee corrective/discipline process (e.g., verbal counseling, Employee Counseling Records [ECR], Letter of Instructions [LOI], adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws and rules, Peace Officers Bill of Rights, Departmental policies and procedures, etc.) as needed.
55.	Initiate and/or recommend the employee corrective/discipline process (e.g., verbal counseling, Employee Counseling Records [ECR], Letter of Instructions [LOI], adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws and rules, Peace Officers Bill of Rights, Departmental policies and procedures, etc.) as needed.
56.	Oversee staff (e.g., personnel, budget, custody, etc.) in the reconciliation of the Post Assignment Schedule (PAS) with the Governor's Budget and the Master Assignment Roster (MAR) with the PAS, position authorization, etc. in order to operate within budget allotment, etc. utilizing laws, rules, regulations, DOM, department policies and procedures as required.
57.	Oversee the Personnel Assignment Office (e.g., custody, clerical, etc.) in order to manage custody daily attendance records, staff movement, post assignment schedule, distribute various documents (e.g., FLSA, Alpha Roster, Master Assignment Roster (MAR), etc.) to the appropriate work areas, etc. utilizing staff movement sheets (e.g., job change and vacation schedules, etc.), staff Alpha Roster, Master Assignment Roster (MAR), employee FLSA check-in sheets, DPA laws, rules, etc. as required.
58.	Oversee custody staff in the armory functions (e.g., inventory, maintenance, audits, procurement, scheduling of qualifications, reporting, issuance, etc.) of weapons and equipment (e.g., radios, restraint, vests, escape kits, hospital kits, etc.) in order to maintain accountability, staff maintain current qualifications, ensure weapons and equipment are functioning properly, etc. utilizing laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc. as required.

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59.	Oversee custody staff in the security of the offsite medical guarding units and hospital details to include establishing local policies and procedures, conducting on-site inspections, training, security, contract, jurisdictional and staffing concerns, determining evacuation routes, etc. with outside hospitals, law enforcement agencies, etc. in order to ensure a safe secure off site medical operation, etc. utilizing outside agencies, mutual aid agreements, contracts, effective communication skills, laws, rules, regulations, CCR Title 15, DOM, departmental policies and procedures, etc. as required.
60.	Oversee staff (e.g., custody, clerical, etc.) in the processing (approval/disapproval) of inmate mail and property (e.g., personal property, special packages, special purchases, correspondence, etc.) in order to control the introduction of contraband and comply with property regulations, etc. utilizing laws, rules, regulations, CCR Title 15, DOM, departmental/institutional policies and procedures, etc. as required.
61.	Establish, promote and maintain confident and cooperative working relationships with all departmental and contract employees, volunteers, the public, other State agencies, law enforcement officials, private agencies, etc. in order to meet the department's goals and objectives, promote communication/participation, enhance morale and productivity, educate, establish cooperation, etc. utilizing various resources (e.g., interpersonal skills, effective communication skills, professional knowledge, meetings, etc.) on an ongoing basis.
62.	Serves as Administrative Officer of the Day (AOD) in order to ensure appropriate notifications are made relative to operational issues, provide support and direction for institutional staff and managerial oversight of institutional operations, etc. during other than normal duty hours, etc. utilizing inspection/tours of specific areas, various resources (e.g., professional knowledge, experience, training, etc.), etc. as scheduled.
63.	Monitor ongoing changes in the department policies and procedures in order to ensure all departmental staff have current information for the use in the day-to-day operation of the institution and comply with directions, etc. utilizing institution and departmental rules, procedures, regulations, court mandates, administrative bulletins, post orders, mandated training, bargaining units' memorandums of understanding (MOU), etc. as required.